

MEETING MINUTES
LASSEN COUNTY CHILDREN AND FAMILIES COMMISSION
Thursday, February 7, 2002

**Barry Creek Meeting Center, 1345 Paul Bunyan Road, Suite B
Susanville, California**

Commission Members Present: Yvonne O'Neill, Betsy Elam, Dave Jones, Karol Merten, ,
Janice Irvin,
Members Absent: Jim Chapman, Patsy Jimenez, Bobby Malone
Staff to the Commission: Laura Roberts
Visitors Present: Tom Keeffer, Barbara Tiner, Jerry Abts, Jean Hodge

1. **Call to Order:** Dave Jones, sitting as Chairperson, called the meeting to order at 1:30 p.m. The Chairperson welcomed all present. All members of the Commission, and visitors introduced themselves.
2. **Approval of Minutes:** The minutes of the January 3, 2002 meeting were presented. Karol Merten moved that the minutes be approved as presented. Jan Irvin seconded the motion. There was no discussion. All members present voted to approved the minutes as presented.
3. **Fiscal Report:** The fiscal report was presented by Jerry Abts. The balance as of February 6, 2002 was \$1,088,422.54. Betsy Elam moved that the report be accepted as presented. Karol Merten seconded the motion. There was no discussion. The motion was passed unanimously.

Incentives for New Parent Kit Evaluation: Providing a \$10.00 incentive for those that complete the evaluation survey on the new parent kit was discussed. It was determined that we would have a better response and be able to better evaluate the effectiveness of the kit, and the additions to the kit, if we provided an incentive. Laura Roberts indicated that we would be distributing 300 kits per year for the next two years, thus the financial commitment would be \$6,000 for incentives if everyone who received a kit participated in the evaluation. Karol Merten moved that we provide a \$10.00 incentive to each person that completed the evaluation survey. Jan Irvin seconded the motion. There was no further question. The motion passed unanimously.

CARES Project Contract for Implementation and Authorization to Release Funds: The CARES Project provides for implementation by Diversified Management over a two year period of time. The amount of funds allocated for this in the CARES Project is \$17,000 for each year. The CARES Project application was approved by the Commission at an earlier meeting, and was subsequently submitted to the State Commission and approved for funding. The funds have been received by the local

commission. The request today is for authorization to release funds to Diversified Management for implementation of the program. A contract detailing scope of work and responsibilities was presented. Karol Merten moved that the contract be approved and

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that funds be released pursuant to the terms of the contract. Betsy seconded the motion, there was no discussion, and the motion carried.

Technical Assistance Allocation: Laura Roberts presented a request for an allocation of funds in the amount of \$10,000 to cover technical assistance issues. She indicated that we have a balance owing of 8 hours to the School Readiness Consultant, and also there is a need to receive technical support in other topic areas such as fiscal leveraging and sustainability. Jan Irvin moved that \$10,000 be allocated for technical assistance of the Executive Director's choice, Betsy Elam seconded the motion, there was no discussion, and the motion carried unanimously.

Authorization to disburse Oral Health Funds: Laura Roberts stated that the oral health project has allocated \$5,000 to each participating county to conduct projects within their respective counties. The Lassen Registered Dental Hygienists Association has proposed a screening and public education project. Betsy Elam moved that the funds be released for the project as presented, and Karol Merten seconded the motion.

Discussion ensued in which it was requested that the funds be released only after a Memorandum of Understanding was signed by the group. The motion was modified to include the MOU requirement. There was no further discussion. The motion passed unanimously.

4. **Transfer of Mini Grant:** Laura Roberts stated that Sacred Heart Preschool has been purchased by Betty Harrison of Hugs and Snugs Preschool. The mini grant previously awarded to Sacred Heart has not been expended. The needs still exist that the mini grant was to cover. It was requested that the mini grant be transferred to the new preschool. Karol Merten moved that a new Memorandum of Understanding be worked out with the new owner and that the proceeds of the grant be transferred. Yvonne O'Neill seconded the motion. There was no discussion. The motion carried unanimously.
5. **School Readiness Project/AmeriCorps Project/Home Visiting Project:** Laura Roberts presented a grant application that was filed with the Governor's Office on Volunteerism. It is an Americorps project intended to supplement the School Readiness Project. No action needed to be taken at this time because it is an integral part of the school readiness project.

6. **Kindergarten Teacher Survey:** A kindergarten teacher survey was discussed. It was felt that the survey would provide good information to support the school readiness efforts county-wide and also for the revision of the strategic plan. A document utilized by the Monterey County Commission was adapted for use in our county. Barbara Tiner of ComPAC volunteered to implement the survey. Discussion ensued of the definitions of the terms used in the survey. It was suggested that a couple of the definitions be modified. Betsy Elam will provide a more comprehensive definition. Karol Merten moved that we implement the survey, Betsy seconded the motion, there was no further discussion, and the motion passed unanimously.

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7. **Allocation of Additional Funds for Expansion of Contract with ComPAC to include School Readiness Project:** Jan Irvin moved that this item be tabled until the next agenda, Yvonne O'Neill seconded the motion, there was no discussion, and the motion passed to table this item until the March meeting when there will be more information about the outcome of the grant application.
8. **Review, Revision, Adoption of Vision and Mission Statements:** As a part of reviewing and revising the Strategic Plan, the vision and mission statements were reconsidered. After discussion of each, Karol Merten moved, Jan Irvin seconded the motion, there was no further discussion, and the motion passed to adopted the vision and mission statements as follows:

VISION STATEMENT: All Lassen County children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive, well-adjusted members of society.

MISSION STATEMENT: The Lassen County Children and Families Commission is committed to supporting on a county-wide basis for all children prenatal to five years of age, a comprehensive, integrated system of early childhood development services. Through the integration of health care, quality child care, parent education and effective intervention programs for children and families, children and their parents and care givers will be provided with the tools necessary to foster secure, healthy and loving attachments.

9. **Set Date for Strategic Planning Retreat:** The following date was set for the strategic planning retreat, April 11, 2002 from 1:30 p.m. until 7:30 p.m., and April 12, 2002 from 9:00 a.m. until noon. The retreat can either be held at the Barry Creek Meeting Center (provided we can get some more comfortable chairs), or in another suitable place where public access and participation will not be impeded.

10. **County Funding Priorities (CCAFA) Report:** Information was presented from the County Children and Families Association. The Association is presenting to the State Commission, recommendations that funding be allocated for the migrant farm worker project, the child asthma initiative, provider and care giver training, mental health strategies for children, oral health paraprofessional training, some focus on informal care via home visitation projects, evaluation, the 211 system, and the Americorps Initiative

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11. **Informal Care in California (CA Child Care Network):** Information was presented from the California Child Care Resource & Referral Network. This information is presented to stimulate thinking about the quality of child care being performed in unlicensed and exempt settings. Should it be a target of training and intervention or not?
12. **Updates: Child Care Compensation and Retention Project:** The project is being released and advertised. The application form is ready. Training on the database has been completed. **Mini Grants:** The grants previously awarded are all progressing well and there is approximately \$25,000 remaining in the allocation. There is one grant pending that was given to commissioners for review and action at the March meeting. **School Readiness Initiative:** Barbara Tiner reported on this project. Everyone is waiting for action on the grant application that was submitted in January. Reviewers results should be known around the first of March. **New Parent Kit:** Kits are received and ready for distribution. Commissioners can take some with them today. The Spanish translated resource directory is almost finished and ready to go in the Spanish kits. The evaluation form will accompany the kits. **Oral Health Project:** The resource manual is progressing, and the results of the planning meeting in January focused efforts on training for dentists to work with children, trainings for others to recognize oral health issues, implementation of a case management system in each county, and expansion of an existing facility and recruitment of a dentist. Jean Hodge reported on her efforts at forming a fluoridation coalition.
13. **Open Comment:** Tom Keeffer commented on the Safe From The Start project. Jan Irvin commented on the training that she attended last year on this project, and how it was stressed that violence in the environment of a young child has a profound impact on the growth and development of the child's brain.
8. **Next Meeting:** The next meeting is set for Mach 7, 2002, at 1:30 p.m. at the Barry Creek Meeting Center.
9. **Adjournment:** There being no further business the meeting was adjourned at 3:17 p.m.